

# Stoughton Parish Council



## Risk Assessment

**Assessor:** Victoria Webster

**Date of Assessment:** May 2024

**Date of Next Review:** May 2025

Hazard	Risk	Control measures		Action required	Action		Done
		Required	Current Status		By whom	By when	
Assets	Loss or damage	Assets are listed and reviewed annually. Insurance level is reviewed annually.	Checked	No			
Finance	Loss of cash through error or theft.	Bank reconciliation is submitted at every meeting. Two signatures required for all cheques. No petty cash held. Officials' indemnity of a standard limit of £100,000 held. Monthly bank statements to be reconciled to Council's Cashbook.	In place In place Correct In place	No No No No			
		Failure to budget for expenditure.	Budget meeting held annually, and precept calculated accordingly. Approval of the Parish Council must be sought to move available amounts from other budget headings.	Meeting held. In place	No No		
		Failure to account properly for expenditure.	Invoices checked by Clerk and all payments approved at each meeting.	In place	No		

	Failure to put adequate controls in place.	Internal Audit and Internal Auditors report reviewed annually.	In place	No			
	Financial Controls and Records.	Financial Regulations reviewed annually. Invoices are checked for accuracy by the Clerk. Financial records kept in accordance with statutory requirements. Accounts ledgers kept in office for minimum of 7 years. Ledgers then forwarded to Record Office for their safe keeping on indefinite loan.	Done In place In place	No No No			
		Expenditure is made within the powers of a Parish Council and all payments are approved at full meetings.	In place	No			
		Bank reconciliation produced for each meeting for Council approval.	In place	No			
	Staff	The Parish Council registered with HMRC as an employer through DM Payroll Services.	In place	No			
		External payroll company manages PAYE and NI deductions, pay slips and P60 forms.	In place	No			
		Clerk's salary to be in accordance with NALC guidelines.	In place	No			
	Contracts	Contracts reviewed according to length of contract.	In place	No			
		Contractor must hold own Public Liability Insurance or if under Council supervision must wear PPE equipment and using tools, equipment provided by Council.	In place	No			
		Regular reporting on performance of contractors by Councillor observation and feedback from parishioners.	In place	No			

	Compliance with HMRC Regulations	VAT items entered on VAT spreadsheet and corresponded to Receipts and Payments ledger. VAT refund request submitted at least annually to HM Revenue and Customs.	Done Done	No No			
Public Liability	Risk to individuals, third party or property.	Public liability insurance cover of £10,000,000 held. Full inspection of play area and risk assessment carried out annually. Visual inspections carried out monthly and record kept.	In place Carried out Carried out	No No No			
Employers Liability	Failure to comply with employment	Employers' liability insurance cover of £10,000,000 Council is a member of LRALC & NALC. Clerks' salary and terms and conditions are reviewed annually.	In place Correct No	No No Yes	Clerk/Chair		
Legal Liability	Failure to ensure activities are within legal limits	Legal Liability of £250,000 held. Advice through LRALC legal services available.	In place Ongoing	No No			
Councillor Propriety	Failure to comply with code of conduct	Register of interests completed and updated. Declaration of Interests declared at the start of every meeting. Libel and slander cover of £250,000 held.	In place In place In place	No No No			

Organisation and Management Arrangements

1. Overall and final responsibility for health and safety matters lies with Bob Battey, Chair.
2. Day-to-day responsibility for the management of health and safety ensuring this policy is put into practice is delegated to Victoria Webster, Clerk.
3. To ensure health and safety standards are maintained to the highest standards possible, the following people have responsibility in the following areas:

Responsibility	Title (Who)
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Monthly check of playground equipment	June Sparrow